



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
ONE ASHBURTON PLACE, BOSTON, MA 02108

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JOHN O'LEARY  
Chief Human Resources Officer

**PLEASE POST PROMINENTLY**

**READING LIST ANNOUNCEMENT**

TO: Police Department Appointing Authorities  
Police Chiefs

FROM: Sally A. McNeely, Director   
Organizational Development Group/Civil Service Unit

DATE: November 12, 2006

SUBJECT: READING LIST FOR PROMOTIONAL EXAMINATIONS

**DEPUTY POLICE CHIEF  
POLICE CHIEF**

**EXAMINATION DATE – Saturday, May 12, 2007**

Examinations for this series are scheduled for May 12, 2007. Candidates are responsible for reading the following texts. (Please note carefully which edition is listed for each.) All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

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Iannone, N. F., & Iannone, M. P. (2001). *Supervision of Police Personnel* (6<sup>th</sup> ed.). Pearson Education, Inc./Prentice Hall. (ISBN: 0136492290)

Swanson, C. R., Chamelin, N. C., Taylor, R. W., & Territo, L. (2006). *Criminal Investigation* (9<sup>th</sup> ed.). McGraw-Hill, Inc. (ISBN: 0073212784) All chapters except chapter 17.

Swanson, C. R., Taylor, R. W., & Territo, L. (2005). *Police Administration* (6<sup>th</sup> ed.). Pearson Education, Inc./Prentice Hall. (ISBN: 0131123114)

Thibault, E. A., Lynch, L. M., & McBride, R. B. (2007). *Proactive Police Management* (7<sup>th</sup> ed.). Pearson Education, Inc./Prentice Hall. (ISBN: 013219368X)

Kappeler, V. E., & Gaines, L. K. (2005). *Community Policing: A Contemporary Perspective* (4<sup>th</sup> ed.). Anderson Publishing Co-Lexis Nexis. (ISBN: 1593459629)

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Collins, J. M. of the Law Firm of Collins & Weinberg. (2006). ***Police Desk Reference: Criminal Investigation Procedures: 2006/2007***. Municipal Police Institute, Inc.

Champeon, S. R., (2006) ***Police Desk Reference to the Massachusetts Criminal Laws 2005/2006***. Municipal Police Institute, Inc., (based on a manual prepared by Collins, J. M. & the staff of the Law Firm of Collins & Weinberg)....

Collins, J. M. & Glidden, R. C., (2006), ***Law Enforcement Guide to Firearms Law*** (11<sup>th</sup> ed.), Municipal Police Institute, Inc.

The primary source of examination questions that measure knowledge of law and court decisions governing police work in Massachusetts is the *Massachusetts General Laws* (amended as of November 12, 2006). The three Chief's Guides are secondary sources of information about law and court decisions. In the event of a conflict between the information contained in the Massachusetts Chiefs of Police Association guides and that contained in the *General Laws*, the *General Laws* will be the definitive source.

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### Publishers of Reading List Texts

Anderson Publishing Company-Lexis Nexis, 1275 Broadway, Albany, NY 12204; (800.223.1940); <http://bookstore.lexis.com/bookstore/catalog>

McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272; (800.262.4729); <http://www.mcgrawhill.com>

Municipal Police Institute, Inc., 47 Memorial Drive, Shrewsbury, MA 01545; (800.322.2011); [http://www.masschiefs.org/MPI/Manuals/reading\\_materials.html](http://www.masschiefs.org/MPI/Manuals/reading_materials.html)

Pearson Education, Inc./Prentice Hall, Consumer Order Department, 200 Old Tappan Road, Old Tappan, NJ 07675 (800.947.7700); <http://vig.prenhall.com>. Note: The publisher advises all persons wishing to order the book by mailing a check, money order, or the equivalent to the listed mailing address to first call the "800" telephone number (provided in this entry) and obtain an exact price quote.

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Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the address, telephone number, or web site listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock. Any questions regarding the reading list may be directed to Guy Paris, Personnel Selection Specialist, at 617.878.9759 or [guy.paris@state.ma.us](mailto:guy.paris@state.ma.us). Please request additional copies of this list from your department's personnel office. This reading list is also posted on the Human Resources Division website in the Civil Service section at <http://www.mass.gov/civilservice> under Examination Information.

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